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OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

TO: System/District Test Coordinators for the Montana Comprehensive Assessment System (MontCAS)

FROM: Judy Snow, State Assessment Director  
406-444-3656  
[jsnow@mt.gov](mailto:jsnow@mt.gov)

RE: Testing Guidelines for Students Who Transfer During the CRT and CRT-Alternate Testing Windows

OPI has received questions from school districts about how to report students who transfer during the CRT testing window. Specifically, schools are asking: When a student transfers schools, which school should submit the answer documents to Measured Progress and which school should report the enrollment to OPI for the testing cycle enrollment.

On page two of this memo is a table with four categories of students transferring from one Montana school (first school) to another Montana school (second school) during the CRT and CRT-Alternate testing windows. The categories are students who

- 1) completed testing at the first school;
- 2) completed part of the test at the first school;
- 3) completed none of the test at the first school;
- 4) completed none or part of the test at the first school; testing window is over at second school.

Issues of testing cycle enrollment counts, notifying Measured Progress of student transfers, and other logistics are included in the table.

Because the testing window is nearly over, it is crucial that test coordinators in the affected schools contact each other regarding transfer students. Please notify Judy Snow at the Office of Public Instruction if you need contact information for another test coordinator.

In addition, please remember if there are any unusual situations regarding student response booklets (SRBs), place those booklets in the Special Handling envelope with a note of explanation.

### Categories of Students who Transfer Schools during the CRT Testing Window (March 6-29, 2006)

1) Completed testing at the first school	2) Completed part of the test at the first school	3) Completed none of the test at the first school.	4) Completed none or part of the test at the first school; testing window is over at second school
<p><b>First school</b></p> <ul style="list-style-type: none"> <li>• Submit the test to Measured Progress and include the student in the OPI testing cycle enrollment count.</li> </ul> <p><b>Second school</b></p> <ul style="list-style-type: none"> <li>• Do NOT test and do NOT include student in OPI testing cycle enrollment count.</li> </ul>	<p><b>First school:</b></p> <ul style="list-style-type: none"> <li>• Send test booklet and student response booklet to the second school where the student should complete testing.</li> <li>• Do NOT include student in OPI testing cycle enrollment count.</li> <li>• When completing the online principals' certification form for Measured Progress, make the following notation in the Comments box on page 1 of the online form: " Student (s) (include number) transferred to another Montana school (insert name of school (s) ); test booklet (s) and student answer document (s) were mailed to the new school."</li> <li>• When completing the Measured Progress online data verification (April 24-May 18), verify student (s) is not listed. If student is listed, delete the student's name at that time.</li> </ul> <p><b>Second school:</b></p> <ul style="list-style-type: none"> <li>• DO include student in OPI testing cycle enrollment count.</li> <li>• When completing the online principals' certification form for Measured Progress, make the following notation in the Comments box on page 1 of the online form: " Student (s) (include number) transferred from another Montana school (name of school (s) ); test booklet (s) and student answer document (s) were mailed from the other school."</li> <li>• When completing the Measured Progress online data verification (April 24-May 18), verify student is listed and code student not in school and, if appropriate, not in district entire academic year.</li> </ul>	<p><b>First school:</b></p> <ul style="list-style-type: none"> <li>• Apply bar code label to voided bar code label form and write explanation on form: "student moved."</li> <li>• If bar code label is already on a student response booklet (SRB), write on the cover of the SRB, "student moved" and place the SRB in the Special Handling envelope.</li> <li>• Do NOT include student in OPI testing cycle enrollment count.</li> <li>• When completing the Measured Progress online data verification (April 24-May 18), verify student is not listed. If student is listed, delete the student's name at that time.</li> </ul> <p><b>Second School:</b></p> <ul style="list-style-type: none"> <li>• Include student in testing; may need to include in make-up sessions.</li> <li>• Bubble demographic information in a new student response booklet (SRB).</li> <li>• Code student as not in school or district entire academic year.</li> <li>• DO include student in OPI testing cycle enrollment count.</li> <li>• When completing the Measured Progress online data verification (April 24-May 18), verify student is listed and code student not in school and, if appropriate, not in district entire academic year.</li> </ul>	<p><b>First school:</b></p> <ul style="list-style-type: none"> <li>• Follow directions for completed none of the test at the first school.</li> </ul> <p><b>Second School:</b></p> <ul style="list-style-type: none"> <li>• Do NOT include student in OPI testing cycle enrollment count and verify that student is not in the Measured Progress data during online data verification.</li> </ul>